

# Application Process

---

## **Overview**

The purpose of this application is to provide subsidies in the form of grants or low-interest loans for the acquisition, development, rehabilitation, or refinancing of housing that is affordable to low and moderate-income people. Through this program, IHCDCA seeks to either improve the quality of existing housing stock in Indiana or increase the supply of quality affordable housing for Hoosiers.

This program is designed to give preference to applicants that:

1. Demonstrate they are meeting the needs of their specific community.
2. Attempt to reach low and very low-income levels of area median income.
3. Are ready to proceed with the activity upon receipt of the award.
4. Revitalize existing neighborhoods.
5. Propose developments that are energy-efficient and are of the highest quality attainable within a reasonable cost structure.
6. Encourage the use of Minority Business Enterprise and/or Women-Owned Business Enterprise.

In addition, IHCDCA encourages applicants to use Indiana contractors, employees, and products when planning their housing activities.

## **Application Review**

Each application must address only one integrated housing activity as defined in the Eligible Activities section. Applications are reviewed in a three-step process:

<u>Step One</u> - Completeness	On or before the application deadline, the applicant must provide all required exhibits and attachments. Periodically, IHCDCA staff will contact an applicant after an application deadline to request clarification of information contained in a pending application. These applications are not necessarily considered incomplete by IHCDCA. However, if the Authority requests additional information from the applicant, all documents are due on or before the date provided by IHCDCA staff.
<u>Step Two</u> - Threshold	The application must meet each of the applicable threshold criteria.
<u>Step Three</u> - Scoring	Applications that pass the completeness and threshold reviews are then scored according to IHCDCA's published scoring criteria. <b>Applications failing to meet these requirements will <u>not</u> be scored.</b>

IHCDCA may allow additional information to be submitted for applications identified as being incomplete. Upon timely receipt of requested information, these applications may then be allowed to compete for funding. However, points will be subtracted from the applicant's final score.

## **Funding Rounds**

**\*\*Note:** This is an anticipated schedule and is subject to change or be extended.

### **Round 1**

Application Due Date	August 1, 2006
Award Announcements	October 26, 2006
Regional Award Training	October 2006

### **Round 2**

Application Due Date	December 1, 2006
Award Announcements	February 2007
Regional Workshops	February 2007

**The applicant must submit the following:**

The applicant must submit the following items to their Community Development Representative:

- Via CD-ROM, or diskette:
  - One completed copy of the final application forms
- Via hard copy:
  - All forms that require original signatures
  - All supporting documents required in the tabs

*Applicant is responsible for insuring that these items are received in the IHCDCA office no later than 5:00 p.m. Indianapolis time on or before the due date. Applications received after the deadline will not be scored. Faxed or e-mailed applications will not be accepted.*

All applicants must retain a copy of this application package. Applicants that receive funding will be bound by the information contained herein.

***Technical Assistance and Site Visit***

Successful affordable housing developments begin with a solid development plan. The planning process should include a careful assessment of local needs, the existing housing market, the involvement of the local community, a financial feasibility assessment, an implementation schedule, and an identification of resources.

If the planning process indicates that the proposed housing activity is feasible and that CDBG may be a possible source of financing, the applicant should schedule a technical assistance meeting with the IHCDCA Community Development Representative serving that area of the state to discuss both the proposed development and IHCDCA's application process. There will likely be many more applications submitted than IHCDCA can fund during a given competitive funding round. For this reason, applicants are urged to contact IHCDCA early in the planning process to obtain guidance and technical assistance.

***Award Manual***

The Award Manual outlines the requirements for administering IHCDCA's CDBG awards. Any applicant that would like a copy of the Award Manual may download a complete copy from [IHCDCA's website](#).

***Request for Copies of Past Applications***

Anyone wishing to obtain a copy of the application forms submitted by a funded applicant may submit a written request to IHCDCA along with payment for copying and postage. For applications available and additional information or an estimate of the cost see IHCDCA's website or contact IHCDCA's Community Development Coordinator at (800) 872-0371.

***Post-Award Administrator Procurement***

Administrators of IHCDCA awards are often not identified on the Housing From Shelters to Homeownership applications that are submitted to IHCDCA. While this action is not a violation of IHCDCA policy, the action of intentionally excluding an administrator from an application because of the possibility that this entity will not pass the required threshold review but then procuring that same entity after an award is made is of concern. Additionally, **neither applicants nor recipients** may contract with a related party of an entity ineligible to participate in the funding cycle as a means of avoiding IHCDCA's threshold requirements.

Subsequently, when an award administrator is procured after an IHCDCA award is made, this entity must meet IHCDCA approval. An Award Administrator Approval Form must be completed and submitted to your Community Development Representative.

The award recipient must receive IHCDCA approval prior to executing a contract with the administrator. Failing to receive approval may jeopardize receiving reimbursement for claims involving work conducted by the award administrator.

***Allowable Pre-Agreement Costs***

In an effort to improve the implementation timetable for federally funded activities, IHCDCA will allow applicants for funds from CDBG to incur certain costs prior to receipt of an award from IHCDCA.

The costs listed in the FSP Memo may be incurred by the applicant, subrecipient, or administrator procured by the applicant; however, these entities need to understand the level of risk that is involved by completing these actions. If an organization chooses to expend funds prior to receiving CDBG award approval, IHCDCA is in no way obligated to provide funding for the development. The organization is assuming all risk associated with costs incurred prior to receiving a CDBG award.

If an organization anticipates conducting either acquisition or construction/rehabilitation activities prior to receiving an award, they may request in writing to receive a "Pre-Award ROF Letter". This letter would indicate the date that the entire Environmental and Historic Review process was completed.

Costs for preparation of an application for funding are not eligible for reimbursement.

The appropriate FSP-01-11 can be found at: <http://www.in.gov/ihcda/comdev/comp/memos/2001/2001memos.htm>

***Boilerplate Document Changes***

There are many documents that are required to be completed as a part of receiving funding from IHCDCA. These required documents have been prepared by our legal counsel and have been designed to protect the Federal and State funds that IHCDCA is responsible for allocating. As such, IHCDCA will entertain requests for changes to boilerplates documents on a case-by-case basis; however, any changes that are made to the documents will be at the expense of the IHCDCA recipient.